



**DEPARTMENT OF PLANNING AND BUILDING  
SITE PLAN  
SUBMITTAL PACKET  
(January 2008)**

All submittals to the Madison Planning Commission for the consideration of a site plan must be delivered to the Secretary of the Planning Commission who is located in the Department of Planning & Building no later than **30 CALENDAR DAYS** prior to Planning Commission meeting at which the site plan is to be considered

The applicant should submit **NINE (9) SETS** of the proposed site plan. The submittal will be reviewed by members of the Technical Review Committee, and recommended changes reported to the applicant no less than **THIRTEEN (13) CALENDAR DAYS** prior to the Planning Commission meeting at which the plat is to be considered.

The applicant will have **EIGHT (8) CALENDAR DAYS** prior to the Planning Commission meeting to make all changes requested by the Technical Review Committee and provide the Secretary of the Planning Commission with **four (4) complete sets of the corrected site plan and eleven (11) copies of the corrected site plan page** or provide a written refusal to make such changes and the reason for such refusal.

Please use the attached checklist and application to make sure that your subdivision submission to the City of Madison is complete. Please fill in the forms in their entirety, and place checkmarks by each completed item on the checklist.

The application and checklist must be completed and turned in with your submission to the Planning Commission. We *will not* accept your submission without it.

If any item on the checklist is omitted, your application may be removed from the Planning Commission's agenda. However, if you omit an item intentionally because it does not apply to your particular site, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City of Madison Zoning Ordinance, which can be found on line at:

[http://www.madisonal.gov/docs/zoningcode\\_12-11-06.pdf](http://www.madisonal.gov/docs/zoningcode_12-11-06.pdf)



City of Madison  
Madison Planning Commission  
100 Hughes Road  
Madison Alabama 35758  
(256) 464-8427

Application for Site Plan Approval

***For Office Use Only***

Application Received \_\_\_\_\_  
Fees Received \_\_\_\_\_  
Staff Initials \_\_\_\_\_

**(A) Site Plan Information**

Name of Site Plan: \_\_\_\_\_  
\_\_\_\_\_

Acreage \_\_\_\_\_

**(B) Applicant Information**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**(C) Property Owner Information (if different from above)**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**(D) Engineering Firm**

Chairman Madison Planning Commission	Date
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**DEPARTMENT OF PLANNING AND BUILDING  
SITE PLAN SUBMITTAL CHECKLIST (January 2008)**

Please use this checklist to make sure that your subdivision application to the City of Madison is complete. Please fill in the form in its entirety, putting checkmarks by each completed item.

This form must be completed and turned in with your application to the Planning Commission. We *will not* accept your application without it.

General Information

Development Name \_\_\_\_\_

Zoning \_\_\_\_\_

Acres \_\_\_\_\_

Waiver(s)  
requested \_\_\_\_\_

☐ Application Fee Paid \_\_\_\_\_

0 - 5 acres = \$100.00  
5.1 - 19 acres = \$200.00  
10+ acres = \$300.00  
Amendments = \$50.00

☐ Drainage Review Fee - \$25.00 + \$5.00 per acre Paid \_\_\_\_\_

☐ Nine copies of drawings

☐ Digital submittal \*.pdf and AutoCAD format.vc. This is to be submitted with corrected drawings (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or [keith.conville@madisonal.gov](mailto:keith.conville@madisonal.gov) )

☐ The site plan shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals one hundred (100) feet and of such accuracy that the Planning Commission can readily interpret the site plan and shall include more than one drawing where required for clarity.

☐ The proposed title and street address of the project and the name of the owners, engineer, architect, designer, or landscape architect of the development, north arrow and date.

☐ Vicinity map should be from a copy of the official zoning map for the City of Madison (contact Keith Conville, Madison Engineering Department at 256-772-5629 or [keith.conville@madisonal.gov](mailto:keith.conville@madisonal.gov) )

☐ Existing zoning and zoning district boundaries. In the case of a Special Exception, approved by the Zoning Board of Adjustment, any appropriate conditions and safeguards imposed by the Board shall also be indicated on the site plan.

☐ The boundaries of the property involved, the location of all existing easements, section lines, and property lines, and other physical and natural features in or adjoining the project.

☐ The names and addresses of all adjoining land owners.

☐ The acreage in total project acres to be developed.

☐ The location of existing and proposed buildings, sanitary and storm sewers, water mains, culverts, and other public utilities in or adjacent to the project, including fire hydrants.

☐ The site plan shall show the proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within an adjacent to the site; also, the location, size and number of parking spaces in the offstreet parking area, and the identification of service lanes and service parking.

☐ Parking calculations and depiction of parking spaces, including typical dimensions

☐ Location and type of buffer strip and other open spaces including recreation areas, if any.

☐ The site plan shall show the location, proposed finished floor and grade line elevations, size of proposed principal and accessory buildings, their relation one to another and to any existing structure on the site, the height of all buildings and square footage of floor space. Site plans for residential development shall include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of each unit type.

☐ Five foot wide concrete sidewalk

☐ The site plan shall show the proposed location, use and size of open spaces and the location of any landscaping, fences, or walls on the site. Any proposed alterations to the topography and other natural features shall be indicated.

☐ Zoning district in which the site is located and the anticipated use of the structures

☐ Any floating districts, special districts, and performance standards related to said districts

☐ Density or intensity of use, expressed as floor area ratio

☐ Signage

☐ Open Space Requirements and calculations for open space provided

- ☐ Variances applying to land
- ☐ Sufficient information for the reviewer to determine if all dimensional requirements and required conditions related to the zoning district(s) are met
- ☐ A Certificate of Appropriateness from the Madison Station Architectural Review Board, if required
- ☐ A copy of the record plat showing all Easements, dimensions, and other information required to be presented on the record plat.
- ☐ Avigation Easements, if applicable
- ☐ A tree plat and tree removal permit application, as required by the Tree Preservation Ordinance, if applicable
- ☐ Grading Plan prepared to professionally acceptable engineering standards
- ☐ Drainage Plan prepared to professionally acceptable engineering standards, providing protection from the 100 year flood for all structures, and protection from the 10 year flood for all other areas
- ☐ Finished floor and grade line elevations
- ☐ Flood Hazard zone and boundaries thereof
- ☐ Show Perimeter Parking Area Landscaping and Calculations
- ☐ Show Interior Parking Area Landscaping and Calculations, as well as parking area improvements including paving, wheel stops, signs, and lighting
- ☐ Blueline or color representation of any frontage visible from a public street together with a written description of colors and materials to be used (See Sec 5-23, Zoning Ordinance)
- ☐ Outdoor Lighting Plan to include:
  - ☐ Photometric drawing of the site
  - ☐ Location of all external lighting on the site
  - ☐ A diagram as to how each type of lighting fixture will be shielded
  - ☐ Product Specs or “cut sheets” for all outdoor lights
- ☐ Note on drawings – All traffic control devices shall be erected and maintained in conformance with the Manual on Uniform Traffic-Control Devices and any revisions thereof
- ☐ Note on drawings – All drainage ditches are to be centered on property lines unless otherwise shown
- ☐ Note on drawings – All utilities shall be underground

☐ Note on drawings – If adverse conditions on site are uncovered during construction, the city engineer may require modification of these plans to the extent necessary to assure compliance with the City's construction specifications manual

☐ Note on drawings – All lots shall be graded so that run-off will be directed to the street or to drainage ways in a dedicated easement

☐ Note on drawings – Classification by type of construction, i.e. Type I, Type II, etc. for principal and accessory buildings according to current adopted Building Code

☐ Proposed number of stories in each building with square footage of each floor

☐ Note on drawings – Proposed occupancy type and load based on classifications in adopted Building Code

☐ Note on drawings – building sprinklered or non-sprinklered

☐ Note on drawings – Setbacks are governed by the latest addition of the Madison Zoning Ordinance

☐ Proposed type and extent of installed fire protection systems including fire flows

☐ This note to appear near Fire Flow information on the Site Plan:

“Required Fire Flows cannot be determined precisely until the specific building use, construction type, and other factors have been disclosed and reviewed. The applicant will comply with the Fire Flow and fire safety and suppression requirements of all adopted City Codes and regulations.”

☐ Fire Flow Form approved by Fire Marshal, Cary Sadler (256) 464-8425 or [cary.sadler@madisonal.gov](mailto:cary.sadler@madisonal.gov)

☐ Certificate signed by the Director of Planning and Building that all required information has been presented and that all applicable City regulations are complied with. (signature not required at initial submittal)

☐ Certificate for the signature of the Chairman of the Planning Commission to appear on the reproducible of the site plan. (signature not required at initial submittal)

☐ Certificate for City Engineer:

The undersigned, as City Engineer of the City of Madison, Alabama certifies the within site plan has been reviewed and is approved

This the \_\_\_\_\_ Day of \_\_\_\_\_

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City Engineer  
City of Madison

☐ Certificate for Madison Fire Department:

The undersigned, as a duly authorized representative of the Madison Fire Department, City of Madison, Alabama certifies the within site plan has been reviewed and is approved

This the \_\_\_\_\_ Day of \_\_\_\_\_

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Madison Fire Department  
City of Madison

☐ Certificate for Madison Water and Wastewater Board:

The undersigned, as a duly authorized representative of the Madison Water & Wastewater Board, City of Madison, Alabama certifies the within site plan has been reviewed and is approved

This the \_\_\_\_\_ Day of \_\_\_\_\_

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Madison Water & Wastewater Board  
City of Madison

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefor on a separate sheet.

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Engineer/Surveyor/Architect

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Engineering/Surveying/Architectural Firm

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Date



## **SAMPLE CERTIFICATES**

### **CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION**

The within site plans of "title of site plan", Madison, Alabama, is hereby approved by the Planning Commission of the City of Madison, Alabama, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Planning Commission for  
the City of Madison, Alabama

\_\_\_\_\_  
Chairman

### **CERTIFICATE OF APPROVAL BY DIRECTOR OF PLANNING AND BUILDING**

The within site plans of "title of site plan", Madison, Alabama, contains all required information and complies with all applicable regulations of the City of Madison, Alabama. This the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Director, Planning and Building  
City of Madison, Alabama

### **FLOOD HAZARD**

I hereby certify that the property shown hereon lies within flood zone \_\_\_\_\_, as shown on the Federal Insurance Rate Map (FIRM), Community Panel Number \_\_\_\_\_,

\_\_\_\_\_  
Surveyor of Record

\_\_\_\_\_  
Date



# **Madison Fire and Rescue** **Fire Flow Form For** **Building Site Plan Approval**

## **General Info**

**Project Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

## **Structure**

**Type Construction per Building Code:** \_\_\_\_\_

**Type Occupancy per Building Code:** \_\_\_\_\_

**Gross square footage:** \_\_\_\_\_

**Sprinklered:** yes \_\_\_\_\_ no \_\_\_\_\_

**If yes, what hazard classification?** \_\_\_\_\_

## **Water Supply**

*\*Contact Fire Marshal Cary Sadler, with Madison Fire & Rescue at (256) 464-8425 to obtain water supply information or to schedule a flow test.*

**Available Water Supply:**

<b>Static psi</b>	_____
<b>Flow psi</b>	_____
<b>Residual psi</b>	_____

**Person Responsible For Test:** \_\_\_\_\_

### *For Office Use Only*

**Available Water @ 20 psi:** \_\_\_\_\_ **gpm**

**Needed Fire Flow:** \_\_\_\_\_ **gpm**

**Is there an adequate water supply for this structure:** Yes \_\_\_ No \_\_\_

**Fire apparatus access adequate?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Approved:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Official:** \_\_\_\_\_

**Any questions regarding this form should be directed to Fire Marshal Cary Sadler, Madison Fire and Rescue (256)464-8425.**